



# FORM GC-240 INSTRUCTIONS

## ORDER APPOINTING GUARDIAN OF MINOR (GC-240)

Tips for completing  
Court forms,  
[Click here](#)

### Filling out the Caption on your form

The top of the form has 6 boxes.

The image shows the top portion of Form GC-240. A red oval highlights the caption area, which contains six numbered boxes:

- 1. Attorney or Party without Attorney (Name, address, and telephone number)
- 2. Superior Court of California, County of (County name)
- 3. Guardian of the (Person or Estate of) (Name)
- 4. Order appointing guardian of (Minor or Minors) (Name)
- 5. For Court Use Only
- 6. Case Number

Fill out the caption boxes as follows:

1. “Attorney or Party without Attorney” - if you do not have an attorney, fill in your name, address, and telephone number.  
“Attorney For (Name)” – If you do not have an attorney, write “In Pro Per” (which means that you are representing yourself).
2. “SUPERIOR COURT OF CALIFORNIA, COUNTY OF” – write the name of the County where you are filing your case. [Click here for location of courts](#)
3. Check the box “Person” or “Estate of” and write the full name of the minor (child).
4. Check the box “Minor” (one child) or “Minors” (Two or more children)
5. “For Court Use Only” – Leave blank.
6. “Case Number” – Write in the case number.

### The Order

This is the court order that describes the [guardianship](#). ***This order can be enforced by the police or sheriff’s department—but only after the court has issued the [Letters](#).*** You can get the Letters from the court clerk.

1. Print your name.
  - a. Leave blank.
  - b. Leave blank.
  - c. Print your name.
  - d. Leave blank.
  - e. Leave blank.
2.
  - a. Leave blank.
  - b. Leave blank.

3. Check the first box and either “person” and/or “estate.”
4. Leave blank.
5. Leave blank.
6. Leave blank.

### At the top of page 2, GC-240

**The top of the form has 2 boxes.**

The top section of the form is highlighted with a red oval. It contains two boxes: Box 1 is labeled 'GUARDIANSHIP OF (MINOR)' and Box 2 is labeled 'CASE NUMBER'. Below these boxes, the form contains various sections for providing information about the guardian and the minor, including fields for name, address, telephone, and bond requirements.

Fill out the caption boxes as follows:

- ① “Check the box “[Guardianship](#)” - and write in the child’s full name.
- ② “**Case Number**” – Write in the case number.

7.
  - a. Fill in the name, address, and telephone number of guardian, and the minor’s name.
  - b. Leave blank.
8. Leave blank.
9.
  - a. Check this box if this is a [guardianship of the person only](#).
  - b. Leave blank.
  - c. Leave blank.
10. Leave blank.
11. Leave blank.
12. Leave blank.

**13.** Leave blank.

**14.** Leave blank.

**15.** Leave blank.

**16.** Leave blank.

**17.** Leave blank.

**Do not sign or date this form!**

The signature line should be left blank for the court clerk or judge to complete.